

Addendum 8

Kentucky Board of Medical Licensure Criminal Background Check Requirement Instructions and Important Information

Per KRS 311.565(t), all persons applying for a Kentucky Medical/Osteopathic License are required to submit proof of a FBI Criminal Background Check to the Board as a part of their application for a license to practice medicine in the Commonwealth.

Please go to your local law enforcement agency to obtain the fingerprint cards and have your fingerprints taken. Some places may charge a fee to take your fingerprints.

If your local law enforcement agency does not have fingerprint cards you can request them via the FBI's website: <http://www.fbi.gov/hq/cjisd/fprequest.htm>. Once you receive the cards from the FBI or print the cards available on the FBI's website you will need to go back to your local law enforcement agency to have your fingerprints taken.

If your local law enforcement agency only does electronic fingerprinting, you may have them scan your fingerprints ONLY if they are able to print your scanned prints. If they do not have that capability you will need to go to a different agency to have the fingerprints taken.

Your fingerprints do not have to be taken in Kentucky.

You will be conducting a personal review. You may be asked this by the agency taking your prints.

Once your fingerprints have been taken you will need to mail them to the FBI along with the return letter and the fee at the below address:

**Federal Bureau of Investigation
Criminal Justice Information Services Section
Attn: Records Request
1000 Custer Hollow Road
Clarksburg, WV 26306**

The FBI's fee for processing your fingerprints is \$18 and must be paid by a certified check or money order. A fee paid by any other method will be returned to you and the correct payment must be submitted before any processing of your fingerprints will occur. This will greatly delay the processing of your fingerprints.

The FBI will only return the criminal background check report to you directly as you are conducting a personal review. The reports are not returned to our Board even if you request them to.

The FBI does not return the prints submitted; instead they return an official report with the background check results.

The FBI's processing time varies. To check their current processing time please go to their Frequently Asked Questions link: <http://www.fbi.gov/hq/cjisd/faqs.html>.

Once you receive the report back from the FBI you will need submit the original report to the Board. You may make a copy for yourself before submitting the report to the Board.

If you receive notification from the FBI that your cards are unreadable or indiscernible you will need to copy that documentation for your records and follow the instructions the FBI provides on having your prints retaken. If your second submission is also rejected you will need to contact your Licensure Coordinator at the Board for how to proceed.

If your report shows an arrest history that was not previously reported to the Board you will need to submit a detail typewritten letter as to why the arrest(s) was not disclosed on your application in addition to outlining the details of the arrest. This will make the processing time of your application longer and your application will be considered a special licensure item at the applicable quarterly Board meeting.

The Board will not issue your license until we have received the original FBI report from you.

You may contact the FBI directly at (304) 625-5590 to check the status of your prints; however, before you do so please check the FBI's current processing time at the link provided above. Please do not contact the FBI unless the amount of time your prints have been submitted exceeds their current processing time.

Your FBI report is valid for a period of one year.

Federal Bureau of Investigation
Criminal Justice Information Services Division
1000 Custer Hollow Road
Clarksburg, WV 26306

RE: CRIMINAL BACKGROUND CHECK

I am requesting this background check report for a personal review. Enclosed is the required, completed fingerprint card, along with the \$18 processing fee. (Certified check or money order, payable to: Treasury of the United States).

PLEASE RETURN THE REPORT TO ME AT THE FOLLOWING ADDRESS:

Full Legal Name (print or type)

Street Address (print or type)

City, State, Zip Code (print or type)

Signature

Date